

751—8.6(8D) Decision by decision maker. In the event a challenge can be resolved without a summary determination, the decision maker shall consider the factors identified in rule 8.4(8D). No oral testimony shall be taken. The decision maker shall prepare a memorandum regarding the conflict. The memorandum shall identify the authorized user or users involved, the nature of the scheduling conflict, the decision maker's decision, the factors considered by the decision maker and the reasons for the decision. The memorandum shall be created within 24 hours after the decision is made and shall be maintained by the decision maker for at least 12 months after the decision is made. A copy of the memorandum shall be faxed and mailed to each authorized user affected by the decision. The memorandum shall include a notice regarding the time within which an aggrieved party may appeal with filing instructions included in the notice.